

Information for Fiscal Year 2006 Per Pupil Professional Development (PPPD) funds

- **Applications are due by November 1, 2005.** This is an end date. Funds will be sent to school administrative units starting July 1, 2005 upon approval of a completed application and availability of funds. No separate notification will be sent.
- The Commissioner of the Department of Education reserves the right to waive some requirements in special circumstances. An incomplete application will be returned for completion.
- Allocations for each school administrative unit are on the spreadsheet associated with the application (\$7 per pupil for individual school administrative units (sau's); \$9 per pupil for each system in a collaboration of sau's). These figures are based on student enrollment as of October 1, 2004.
- A collaboration is defined as at least two school administrative units that are working together on professional development activities to implement the *Learning Results*. School Unions working alone or systems within a School Union cannot apply as a collaborative. Partners in the collaboration must be listed on the application cover page.
- PPPD funds are appropriated by the Legislature to support professional development activities necessary to local implementation of the *Learning Results*. Funds cannot be used to purchase equipment, textbooks, or instructional software. Examples of allowable expenditures include: release time for teachers to create instructional units and assessments aligned with the *Learning Results*, stipends for teachers responsible for district professional development leadership, coordination of district *Learning Results* implementation activities connected with professional development, workshop and conference attendance, course work, and contracts with external consultants and trainers.
- Questions about this calculation or any aspect of this application should be directed to Barbara Moody at 624-6830 or Barbara.moody@maine.gov.

Application Instructions

Complete and submit the following:

- Page 1 - The cover page. Complete a separate cover page for each school administrative unit applying for PPPD funds. If applying as a collaborative, each unit must submit at least a signed cover page before any collaborative partners will receive funds. Each system which received PPPD funds either on its own or as a collaborative partner must report on its use of PPPD funds as part this application.
Completed applications must be sent as a paper copy or faxed to 624-6821.
- Page 2 - The year-end financial statement.
- Page 3 – This page gathers data on the use and effectiveness of this program. NOTE: Two new questions are at the top of this page.
- Page 4 - A description of how the funds were used in 2004 – 2005 (Activity Report) to support the professional development needs of educators in implementing the *Learning Results*. Complete one page for each major activity.
- Page 5 - Proposed Budget. If a detailed description is not possible within the space allotted on each line, attach an extra page.

Cover Page

Name of Unit: _____
Person completing form: _____ **Telephone number:** _____
E-mail address: _____ **Fax number:** _____

Certificate	
I certify that the information contained herein is accurate to the best of my knowledge and belief	
Date _____	Signature – Superintendent of Schools _____

Per Pupil Professional Development Allocation (from the spreadsheet)

Unexpended FY'05 PPPD Funds: \$_____ **+ FY '06 Allocation:** \$_____

Total PPPD \$_____

Fiscal Agent: _____

PPPD Collaborative Partners _____

(List each school administrative unit. School Unions are not eligible to apply as a collaborative. PPPD partner sau's must be listed here for each individual school administrative unit to receive the collaboration per pupil rate. A minimum requirement is that this sheet, completed and signed by the appropriate superintendent, must be received from each partner in the PPPD collaboration before any partner will receive PPPD funds.)

If applying as a unit composed of multiple types of school administrative units (e.g. town X, town Y, and CSD Z), please list the name and allocation of each here _____

Send one completed paper copy of the application or fax to 624-6821 by November 1, 2005 to:

Barbara Moody
Maine Department of Education
23 State House Station/ 5th floor Cross Office Building
Augusta, Maine 04333-0023

YEAR-END FINANCIAL STATEMENT

FINAL FY '05 (2004 – 2005) PPPD BUDGET EXPENDITURE / CARRY OVER REPORT

School Administrative Unit: _____

2004 – 05 PPPD Allocation \$ _____ (Include any funds not expended from 2003 – 2004)				
Item	Budget	Disbursements	Obligations	Unexpended
110 Salaries				
120 Temporary Salaries				
200 Benefits				
300 Professional & Technical Services				
320 Professional Development				
550 Printing				
580 Travel				
600 Materials and Supplies				
Totals				

- **Attach a single page to explain why 2004 – 2005 funds were not expended as planned.**
- **Add any unexpended funds to the 2005-2006 budget.**
- **Include activities to expend these funds in the 2005-2006 action plan in this application.**

Question 1 - Overall, what percentage of PPPD targeted training objectives were achieved in 2004-2005? _____

Question 2 - To what extent has this program helped improve teacher quality?

___ none ___ little ___ some ___ greatly

Question 3

Additional funds are made available for school units who work in collaborative partnerships.

**If your school administrative unit participated in a PPPD partnership with other school units in 2004-2005,
please complete the section below.**

Please identify the PPPD partnership (e.g.,DEEP,CACE)_____

Please identify the participating units by town, SAD, CSD, Union of Towns or Unit under agent supervision

**Please briefly describe how the additional \$2 per pupil were incorporated into professional development activities
for your collaborative.**

FY'06 Per Pupil Professional Development (PPPD) Application

School Administrative Unit

2004 – 2005 ACTIVITY REPORT

Complete one page for each major activity funded with PPPD funds

Content Area	Grade Cluster and Teacher Count (indicate all that apply by reporting the number of teachers served on the line and <u>approximate</u> percentage served of that level in the sau, e.g. 6 pK-2 80%, meaning 80% of the 7.5 teachers in pK-2 were served).	Time period over which the activity took place	Number of hours of training per person	Type of professional development provided
<input type="checkbox"/> Career Prep <input type="checkbox"/> English Language Arts <input type="checkbox"/> Health and PE <input type="checkbox"/> Mathematics <input type="checkbox"/> Modern and Classical Languages <input type="checkbox"/> Science and Technology <input type="checkbox"/> Social Studies <input type="checkbox"/> Visual and Performing Arts <input type="checkbox"/> Other (specify) _____	_____ pK-2 _____% _____ 3-4 _____% _____ 5-8 _____% _____ 9-12 _____%	<input type="checkbox"/> one day or less <input type="checkbox"/> more than one day but within a single week <input type="checkbox"/> over more than one week but within one month <input type="checkbox"/> over more than one month but less than three months <input type="checkbox"/> over more than three months	<input type="checkbox"/> less than 3 hours <input type="checkbox"/> between 3 and 6 hours <input type="checkbox"/> between 7 and 18 hours <input type="checkbox"/> between 19 and 30 hours <input type="checkbox"/> between 31 and 40 hours <input type="checkbox"/> between 41 and 80 hours <input type="checkbox"/> more than 80 hours	<input type="checkbox"/> action research <input type="checkbox"/> curriculum development and adaptation <input type="checkbox"/> examining student work/scoring assessments <input type="checkbox"/> workshops and institutes <input type="checkbox"/> courses and seminars <input type="checkbox"/> other (specify) _____
Briefly describe activity				

FY'06 Per Pupil Professional Development (PPPD) Application

Proposed Budget for 2005 - 06

(2004 - 05 unexpended funds plus the new request)

Attach a detailed description of each line if the space provided on this page is insufficient.

Line	Description	PPPD
110 Salaries		\$
120 Temporary Salaries		\$
200 Benefits		\$
300 Professional & Technical Services		\$
320 Professional Development		\$
550 Printing		\$
580 Travel		\$
600 Materials and Supplies		\$
Total (should equal Total PPPD line on Page 1)		\$